

COURSE NUMBER: FHWA-NHI-141029**COURSE TITLE:** Basic Relocation

The course is designed for the beginning relocation agent or for those persons interested in a basic knowledge of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Uniform Act). The purpose is to answer questions, meet technical needs, and broaden the knowledge of those engaged in the relocation of persons as a result of the acquisition of real property required for a Federal or Federally funded project. The course covers all functional areas of the relocation assistance program, with emphasis on residential displacements.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Explain the principles that govern provisions of the Uniform Act and implementing regulations
- Provide advisory services within his/her area of expertise
- Identify services available from other agencies
- Explain requirements for comparability to include decent, safe, and sanitary housing
- Compute moving costs and replacement housing payments
- Explain the basic concept of last-resort housing
- Explain the appeal procedures for those displaced

TARGET AUDIENCE:

Federal, State, and local public agencies, FHWA personnel, and other interested persons.

FEE: \$400 Per Participant

LENGTH: 3.0 Days (CEU: 1.8 Units)

CLASS SIZE: Minimum: 20; Maximum: 30

NHI Training Program Manager: Mila Plosky • (703) 235-0527 • mila.plosky@fhwa.dot.gov

Technical Information: Rebecca Bennett • (202) 366-2039 • rebecca.bennett@fhwa.dot.gov

Video conferencing technology can make instructor-led courses accessible to remote participants without changing the delivery format. Instruction is delivered to a video camera and broadcast to video conferencing sites in areas close to participants, eliminating or greatly reducing the need for travel. Contact Debbie Gwaltney at (202) 366-9379 or debbie.gwaltney@fhwa.dot.gov for more information.



COURSE NUMBER: FHWA-NHI-141030 **COURSE TITLE:** Advanced Relocation



Prerequisites: FHWA-NHI-141029 and the Web course FHWA-NHI-141045 Real Estate Acquisition Under the Uniform Act: An Overview

This course will go beyond the basic functional areas of relocation assistance and concentrate on areas of specific concern, such as: comparability, mortgage interest differential payments, last resort housing, multiple use, tenants, farms, and non-residential moves-- including businesses. The course has been modularized to allow flexibility in adjusting the subject material to meet the needs of the requesting agency.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Explain the principles that govern relocation provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Uniform Act) and implementing regulations
- Describe at least three factors involved in difficult relocation subject areas
- Describe issues that may arise when developing an advisory assistance plan for difficult relocation cases
- Determine challenging issues when calculating complex non-residential moving costs
- Assess the calculation of complex, non-residential moving costs

TARGET AUDIENCE:

Federal, State, and local public agencies, FHWA personnel, and other interested persons. Broad knowledge of the requirements of the Uniform Act and the implementing regulations of 49 Code of Federal Regulation (CFR) Part 24 and completion of FHWA-NHI-141029 Basic Relocation or approximately one year of experience working in the relocation program is recommended.

FEE: \$400 Per Participant

LENGTH: 3.0 Days (CEU: 1.8 Units)

CLASS SIZE: Minimum: 20; Maximum: 35

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COURSE NUMBER: FHWA-NHI-141031**COURSE TITLE:** Business Relocation

This course provides comprehensive information on the various aspects of business relocation and is designed to address the relocation of businesses, farms, and nonprofit organizations. The main topics include eligibility, moving payments and benefits, advisory services, actual direct loss of tangible personal property, searching expenses, fixed payments or in lieu of (ILO) payments, and re-establishment expense.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Explain the factors involved in difficult subject areas, such as move-cost estimating, farms, nonprofit organizations, fixed or ILO payments, and re-establishment payments
- Provide direct advisory assistance in relocating businesses, farms, and nonprofit organizations or assist others in providing advisory assistance
- Identify the sources and assembling of moving-cost data including inventories, specifications, profit and loss relationships, bids, and estimates

TARGET AUDIENCE:

State departments of transportation, local public agencies, FHWA personnel, and other Federal agency personnel. Participants must have a basic knowledge of the relocation program.

FEE: \$400 Per Participant

LENGTH: 3.0 Days (CEU: 1.8 Units)

CLASS SIZE: Minimum: 20; Maximum: 30

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Earn Continuing Education Units (CEUs) with NHI courses.



COURSE NUMBER: FHWA-NHI-141045 Web-Based

COURSE TITLE: Real Estate Acquisition Under the Uniform Act: An Overview

Recommended System Specifications:

1. 600 MHz Intel Pentium III processor or equivalent with a minimum of 128 MB RAM
2. Windows 98 Second Edition, ME, NT, 2000, or XP
3. Audio capability with speakers
4. Microsoft Internet Explorer v6, Netscape v7, Mozilla v1.1 or higher with JavaApplet and ActiveX enabled
5. Flash 5 or higher plug-in installed
6. Minimum screen resolution 800x600, thousands of colors (16-bit) display settings properties.
7. DSL or faster connection strongly recommended (Audio/animations may be slow at dial-up modem speeds)

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), is the basis for Federally-funded real estate acquisition programs. The goal of this Web-based course is to help participants recognize what they need to know when acquiring real estate for a Federally-funded project.

OUTCOMES:

Upon completion of the course, participants will be able to:

- Provide a basic overview of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act)
- Discuss the three key elements of the Uniform Act: Valuation/Appraisal, Acquisition and Relocation
- Explain how to develop an estimate of just compensation through the use of the appraisal process or appraisal waiver procedure(s)
- Define the process through which real estate is acquired
- Identify relocation benefits and services required by the Uniform Act
- List places to obtain relevant resource documents/materials

TARGET AUDIENCE:

Federal, State and local government employees and consultants who acquire real estate; who serve as program/project managers; who serve as grant administrators or grant recipients. This includes acquisition and relocation agents, appraisers, realty specialists, attorneys, engineers, planners, etc. Participant must register online at www.nhi.fhwa.dot.gov/registerdl.asp. Participant information, billing address, and credit card information must be provided when registering online. Participants will have a userid and password sent to them via e-mail after authorization in order to log in to the course from the distance learning page on the CITE website at www.citeconsortium.org.

FEE: Free

LENGTH: 6.0 Hours (CEU: 6.0 Units)

CLASS SIZE: Minimum: N/A; Maximum: N/A

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